

Progress Reporting and Presentation

EECE404 Senior Design II
Department of Electrical and Computer Engineering
Howard University

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www.mwftr.com/SD.html

Progress Toward Final Product

- Or Transformation from a Bison to a Salmon or a Chicken?



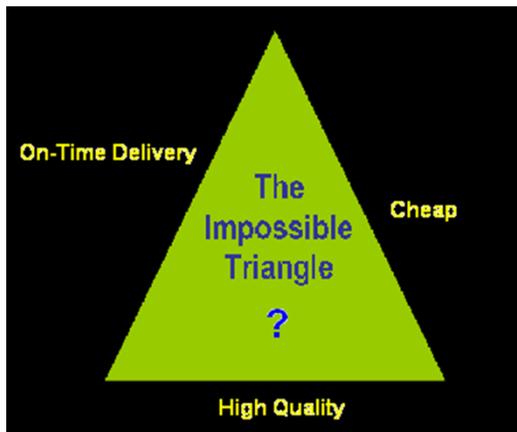
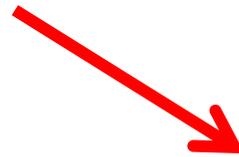
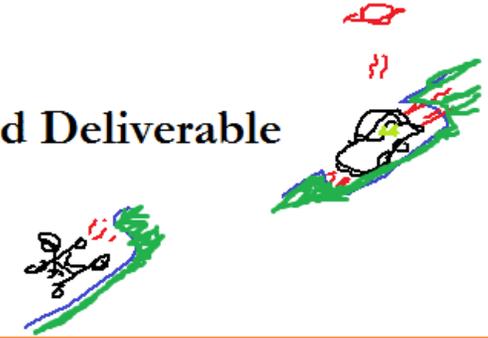
Project Success

- Successful Project

- On Time
- Within Budget, and
- To the Required Level of Quality (Satisfaction of Design Requirements)

Project's Eventual Goal and Deliverable

Semester-End Deliverable



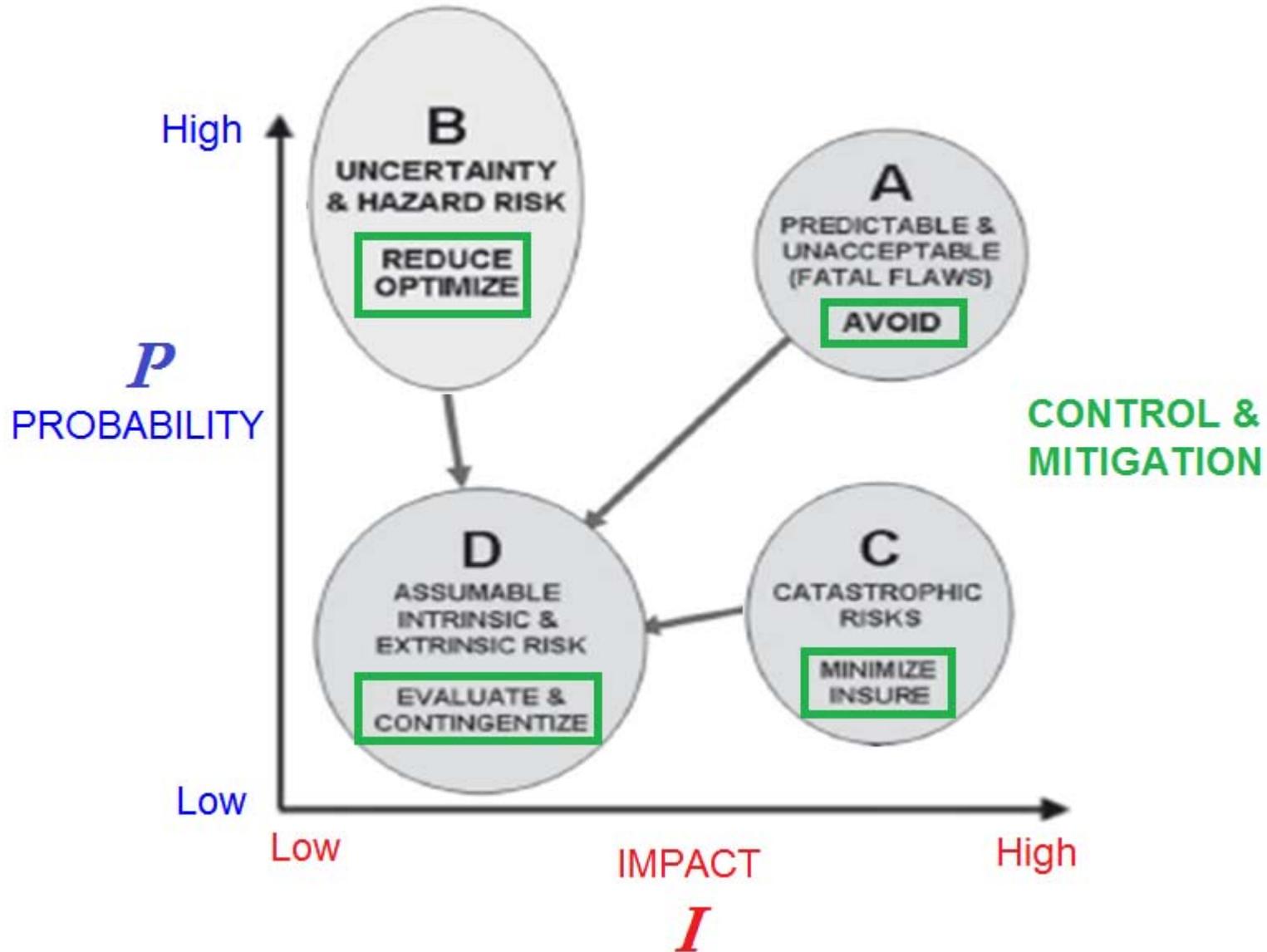
Question: How do we optimally allocate resources [i.e., person-hour] to be on time and on quality ?

Project Tracking and Review

- Start from “Project Implementation Plan”
- Tracking (through weekly team meetings)
 - Where is the project going? Where are we in the project schedule and milestone? (**Progress vs. Plan**)
 - What has been successful or not? (**Highlights and Lowlights**)
 - Where do we need to go/do next?
 - When can it be done?
- Review (through weekly team meetings)
 - Appropriate measurement of project progress
 - Identification of project failure risks

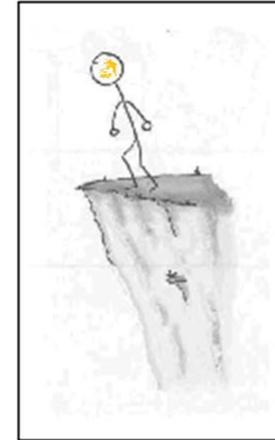
Risk Management

- Risk= $R(\text{Impact}, \text{Probability})$

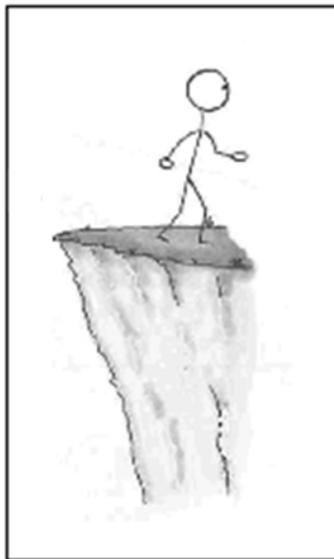


Risk Management

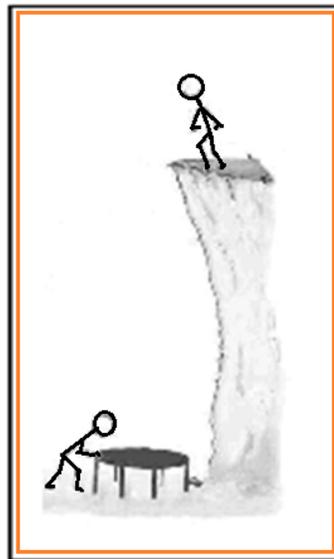
- Risk Identification
- Risk Monitoring and Control
 - Avoid? **Then who'd do the job?**
 - Transfer? **To whom?**
 - Accept? **With an unacceptable risk of being flunked (project failure)?**
 - Mitigate? **We prepare and manage**



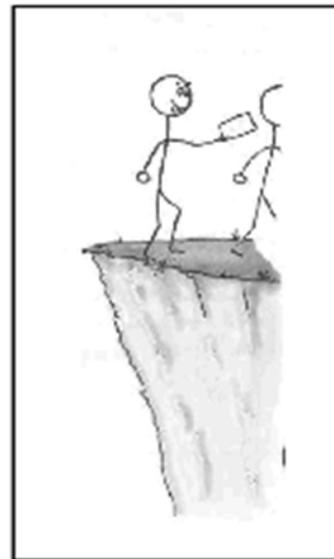
Your project



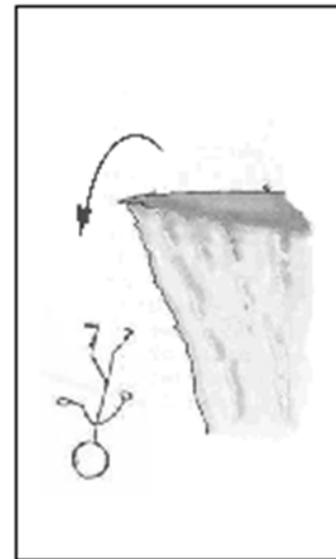
Avoid



Mitigate



Transfer



Accept

Risk Management - Example

Rank	Risk	Mitigation Approach
1	Motor Controller Failure	R
2	Motion detector malfunction Video feed incompatible	R
3	Beacon circuit issues	R
4	More testing may be required for Homing	R
5	FPGA software behind schedule	W
6	Cost growth for parts	A
7	Limited communication reception	W
8	Resources insufficient	A

Approach

W - Watch

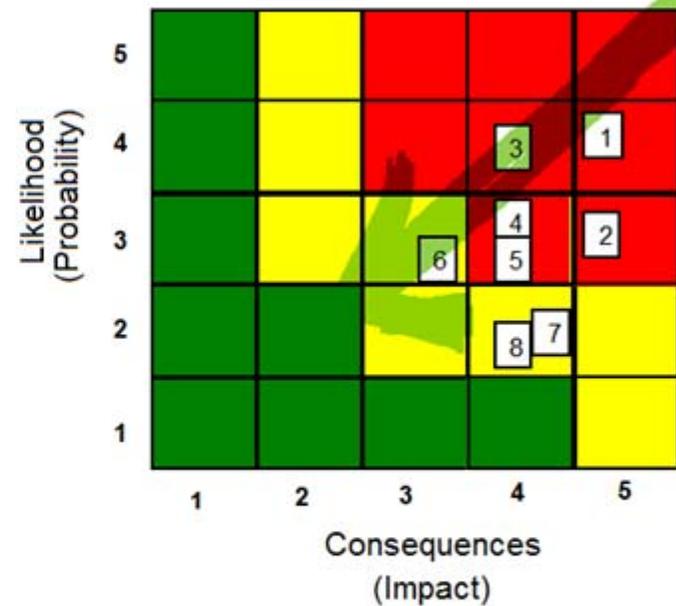
Wake, Burning Oils, Study

R - Research

Search, Testing, Experimentation, Getting helps

A - Accept

Risk Matrix



Criticality

High

Med

Low

Progress Presentation

- **Purpose**
 - Track and Review Team's Works
 - Describes Progress (Milestone vs Outcome)
 - Present important highlights
 - Resolve issues
 - Risk Monitoring and Management
- **Frequency**
 - Every 2 weeks
- **Format**
 - **10 - minute** presentation (including Q&A)
 - **5 slide pages (+ Extra)**
- **Submission**
 - Bring the presentation file (PPT or PPTX) to the class in a thumb drive on the presentation day
 - **Keep this at your project binder**

Progress Presentation Format – p.1

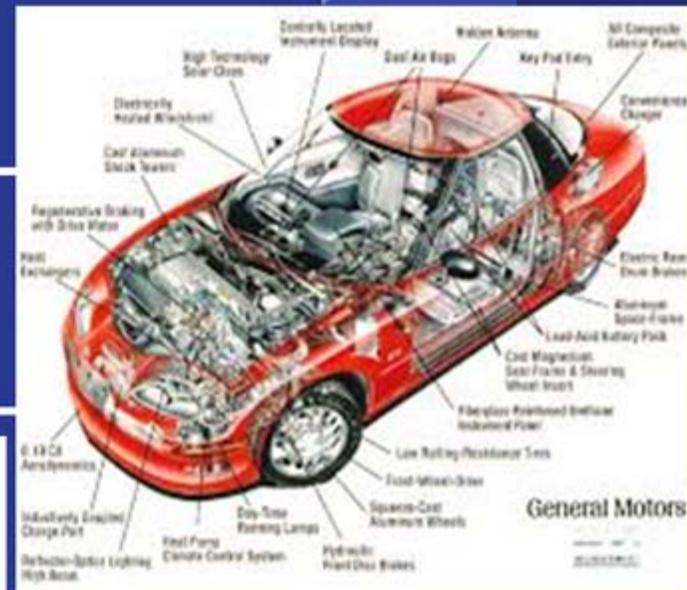
- Slide 1: Project Title / Member Names/[Presenters](#)/Date

EV 2.0

PROGRESS REPORT 1

January 29, 2019

- * Annushka Chin-Fong - Prsenter
- * Iken Omoniyi
- * Maggie Smith
- * Cyrus Green - Presenter



Progress Presentation Format – p. 2

- Slide 2: Milestone Summary
 - Implementation **Plan** vs. Achievement



Tasks	Lead partner	Jan				Feb				Mar				Apr						
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4			
WP 1 - Title																Date: 2/3/2016				
<i>Car Frame Construction</i>																				
Task 1.1: Title	Jan				D1.1													Done		
Task 1.2: Title	Pete			M1				D1.2											On-Going	
Task 1.3: Title	Don											M2			D1.3					Not Started
WP 2 - Title																				
<i>Collision Avoidance Sensor</i>																				
Task 2.1: Title	Drew				D2.1															Done
Task 2.2: Title	Nancy								D2.2											On-Going
Task 2.3: Title	Rob												M3		D2.3					Not Started

Progress Presentation Format – p.3

- Slide 3: Activity Summary [Use this split format]

- **HIGHLIGHTS**

1. What went well over the last period
2. Key findings and results
3. What went well over the last period
4. Explanation of the demo/hardware (completed so far) details
5. Photos and/or video clips of the hardware in action

- **LOWLIGHTS**

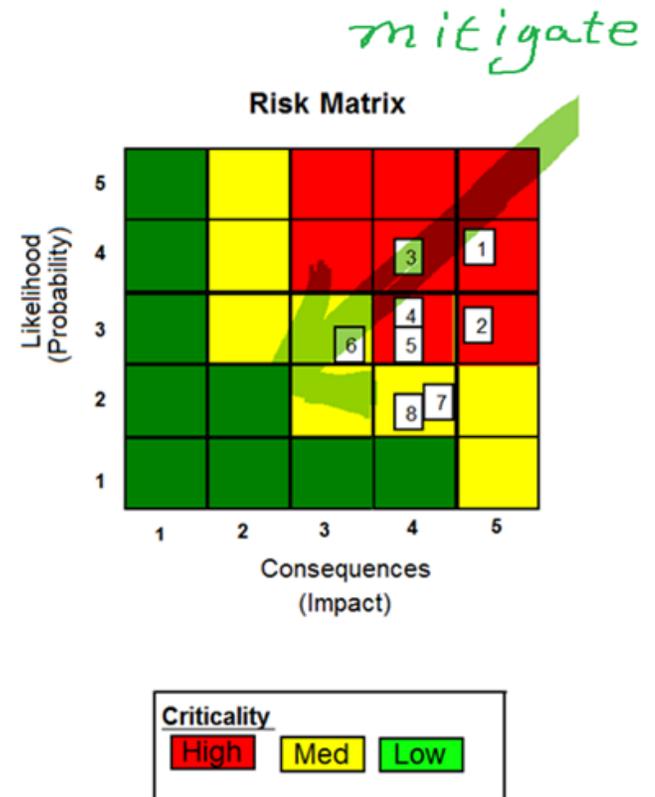
1. What went wrong over the last period
2. Key issues and struggles
3. What did not go well during the period

Progress Presentation Format – p.4

- Slide 4: Risk Management

- **RISK MANAGEMENT**

1. Issues responsible to the lowlights
2. Identified Risks
3. Barriers to be removed
4. Risk mitigation measures and activities

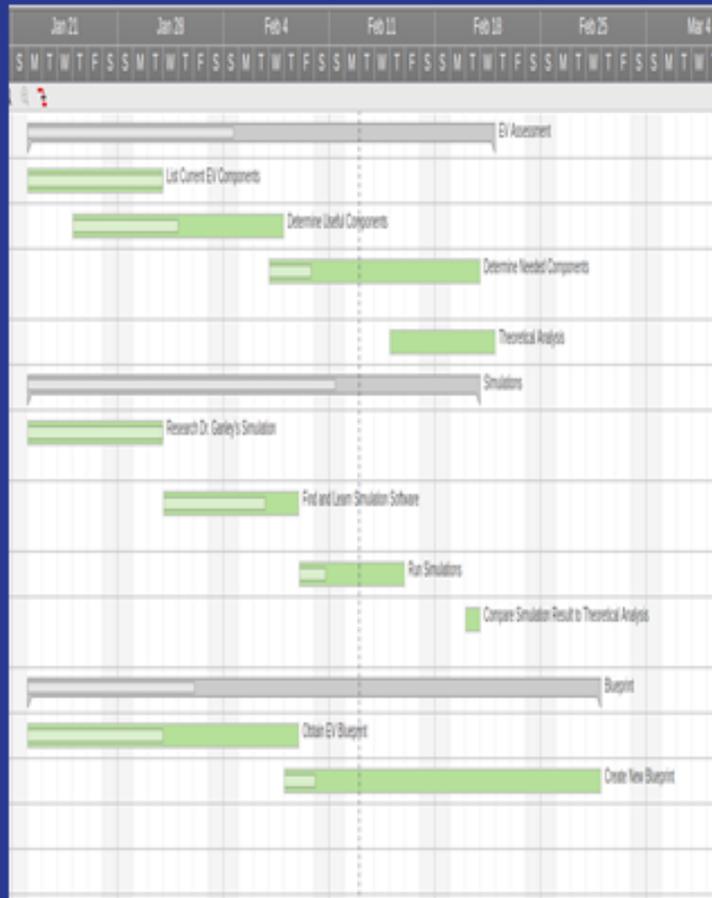


Progress Presentation Format

- **Slide 5: Planned Activity for Next Period**
 - **NEXT PERIOD ACTIVITIES**
 1. For Resolution and Rectification of the Lowlight Issues
 2. How lowlights and issues are to be resolved
 3. Changes to be made in the approach
 4. Next Major Milestones to Achieve

Progress Slide: Example (p.2)

Plan vs Achievement



Task Name	Start Date	End Date	Duration	P...	% Complete	Status	Assigned To
EV Assessment	01/22/18	02/21/18	23d		44%	In Progress	
List Current EV Components	01/22/18	01/30/18	7d		100%	Completed	Ikenna and Olaniyi
Determine Useful Components	01/25/18	02/07/18	10d		50%	In Progress	Ikenna and Olaniyi
Determine Needed Components	02/07/18	02/20/18	10d		20%	In Progress	Goodness and Arinze
Theoretical Analysis	02/15/18	02/21/18	5d		0%	Not Started	All
Simulations	01/22/18	02/20/18	22d		68%	In Progress	
Research Dr. Ganley's Simulation	01/22/18	01/30/18	7d		100%	Completed	Goodness
Find and Learn Simulation Software	01/31/18	02/08/18	7d		75%	In Progress	Goodness
Run Simulations	02/09/18	02/15/18	5d		25%	In Progress	All
Compare Simulation Result to Theoretical Analysis	02/20/18	02/20/18	1d		0%	Not Started	All
Blueprint	01/22/18	02/28/18	28d		29%	In Progress	
Obtain EV Blueprint	01/22/18	02/08/18	14d		50%	In Progress	Arinze
Create New Blueprint	02/08/18	02/28/18	15d		10%	In Progress	All

Project Implementation Plan

Progress Made

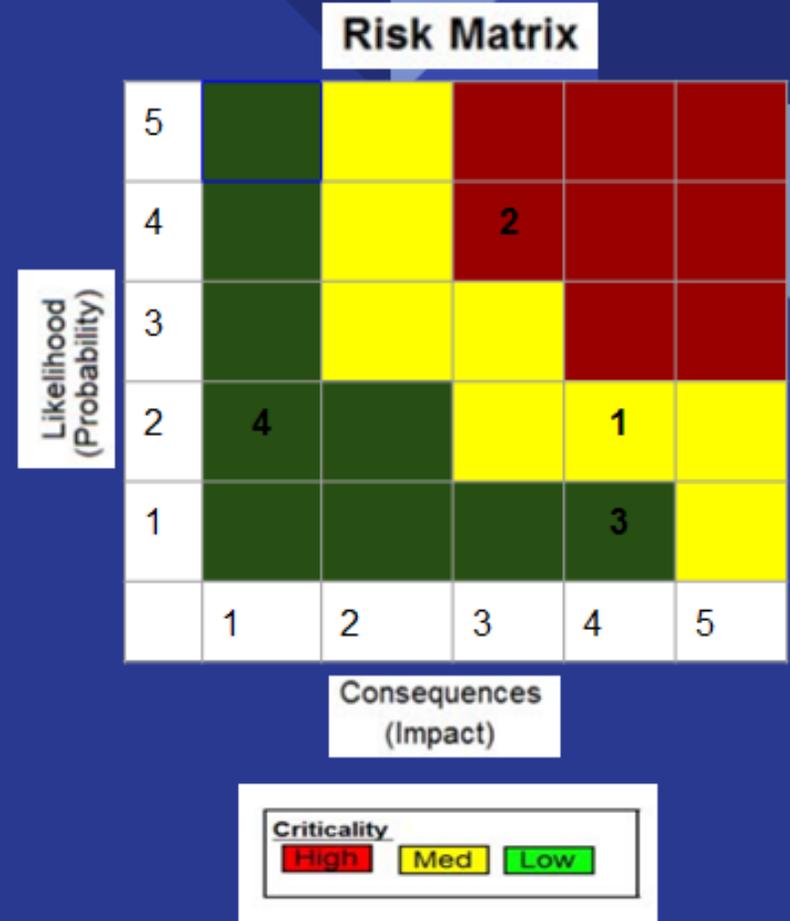
Progress Slide: Example (p.3)

HIGHLIGHTS	LOWLIGHTS
<ul style="list-style-type: none">• Finally have visual and physical contact of the EV1• Got in contact with Dr Ganley• Piqued the interest of committed undergraduate students• Improved team cohesion	<ul style="list-style-type: none">• Long process to get permissions• Unable to access relevant documents• Poor working conditions

Progress Slide: Example (p.4)

RISK MANAGEMENT

Rank	Risk	Mitigation Approach
1	Limited acces to the vehicle for examination	Secure the key to the car in the Downing lot
2	Difficulties in access to relevant documents	Contact Dr. Ganley
3	Unreliable Simulations	Compare with theoretical analysis
4	Interruption in access to 3D printer	Modeling building with carton paper



Progress Slide: Example (p.5)

ACTIVITIES FOR NEXT 2 WEEKS

- Continue to pressure Dr. Smith for the unlimited access to the car
- Stay in touch with Dr Ganley and receive relevant documents
- Commence simulations for motor and battery sizing



Grading for Progress Presentation

- **Presentation Format:**
 - **10 minute** presentation
 - **2 members** from each team (each taking 50% of presentation contents)
 - Each member from each team will have **equal number of presentations** through the semester for Progress Presentation

Grading for Progress Presentation

- **Individual & Team score:**
 - Task Achievement (50%)
 - Presentation contents (the amount of progress + effective risk management)
 - Subject Understanding
 - Oral Presentation (50%)
 - Effective Use of Slides (* Follow the **example slide**)
 - Color contrast
 - Font Size, Etc
 - Professional communication skill
 - Eye Contact
 - Clear Voice
 - Effective Q&A

Progress Presentation – Grading Sheet

EECE404 Senior Design II

Event:	PROGRESS PRESENTATION						
Date							
Grader		Grading Scale: 1 (poor) - 5 (outstanding)					
	The score is recorded for the presenters individually and their team						
TEAM	Presenters	Subject Understanding	Clear Verbal Communication with Eye Contact	Amount of Progress toward project implementation	Effective Risk Management	Effective Slides	Total [25]
AutoMoe	Campbell						
	Cunningham(S)						
	Gaire						
	McCoy						
eTrike	Burse						
	Johnson						
	Morakinyo						
	Walker						
Graphone	Adewumi						
	Edge						
	Tolentino						
Sandia	Bell						
	Chastang						
	Thomas						
	Young						
SLAM	Cunningham(J)						
	Lewis						
	Peeples						
	Veal						
Terminator	Ragland						
	Robinson						
	Vil						

Progress Presentation Schedule

Team	1st Progress Presentation: <u>Feb 5</u> (presenters)	2nd Progress Presentation: <u>Feb 19</u> (presenters)
AutoMoe	Campbell + Cunningham(S)	Gaire + McCoy
eTrike	Burse + Johnson	Morakinyo + Walker
Graphone	Adewumi + Edge	Tolentino + Adewumi
Sandia	Bell + Chastang	Thomas + Young
SLAM	Cunningham(J) + Lewis	Peeples + Veal
Terminator	Ragland + Robinson	Vil + Ragland